



# ST JOSEPH'S SCHOOL PLEASANT POINT

## Visitors Procedure

A visitor is a person who is not a member of the local parent community and who is visiting the school to perform a specific task.

- At the main entrance to the school a visitor's book is placed for visitors to sign in and out.
- This is for evacuation purposes.
- In the event of an evacuation the teacher responsible for checking the office must collect the visitors' book and take to the assembly point.
- As a courtesy all visitors must check in with the secretary prior to starting their task or working in a classroom.
- Visitors wishing to work with the principal must make an appointment prior to arriving.
- The school grounds are smoke free to ALL and no alcohol is permitted in the playground.
- Visitors with children must supervise them and respect school rules.
- Students are trained and encouraged to welcome any visitors they see arriving on the school grounds and to offer to escort them to the Principal or school office.

**Reviewed:** February 2013, March 2014

**Chairperson:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*This policy should be read in conjunction with the Special Character policy and the school's Mission Statement.*